

Prohibited Personnel Practices and Merit Principles 2008 Annual Reminder

Conscientious and principled decision making is a must for NASA managers and others who exercise personnel authority. Those who take, direct others to take, recommend, or approve any personnel action should be familiar with the underlying core values embodied in the Prohibited Personnel Practices and the Merit Systems principles.

Prohibited Personnel Practices

Supervisors and Managers shall NOT:

DISCRIMINATE against an employee or applicant on the basis of race, color, religion, sex, national origin, age, handicapping condition, marital status, political affiliation, or sexual orientation.

SOLICIT or CONSIDER any employment recommendation not based on personal knowledge or records of performance, ability, aptitude, general qualifications, character, loyalty, or suitability.

COERCE an employee's political activity.

DECEIVE or OBSTRUCT any person with respect to such person's right to compete for employment.

INFLUENCE a person to withdraw from competition for any position for the purpose of improving or injuring the prospects of another person for employment.

GRANT any preference or advantage not authorized by law, regulation, or rule to any employee or applicant for the purpose of improving or injuring the prospects of another person for employment.

EMPLOY or ADVOCATE the hiring or promotion of a relative.

RETALIATE against a Whistleblower, whether an employee or an applicant.

RETALIATE against an employee or applicant who exercises his/her appeal rights, testifies, or cooperates with an Inspector General or the Special Counsel, or refuses to break the law.

DISCRIMINATE based on personal conduct which is not adverse to the on-the-job performance of an employee, applicant, or others.

VIOLATE Veteran's Preference by taking or failing to take a personnel action. (National Defense Authorization Act for FY97)

VIOLATE any law, rule, or regulation implementing or directly concerning the merit principles.

Merit System Principles

Supervisors and Managers shall:

RECRUIT qualified individuals from all segments of society and select and advance employees on the basis of relative ability, knowledge, and skill after fair and open competition.

TREAT employees and applicants fairly and equitably, without regard to political affiliation, race, color, religion, national origin, sex, marital status, age, or handicapping condition.

PROVIDE equal pay for equal work and reward excellent performance.

MAINTAIN high standards of integrity, conduct, and concern for the public interest.

MANAGE employees efficiently and effectively.

RETAIN or separate employees on the basis of their performance.

EDUCATE and train employees when it will result in better organizational or individual performance.

PROTECT employees from improper political influence.

PROTECT employees against reprisal for the lawful disclosure of information in "whistleblower" situations (i.e., protecting people who report things like illegal and/or wasteful activities)

Any questions concerning this notice, contact:
NSSC Customer Contact Center
1-877-NSSC123 or nssc-contactcenter@nasa.gov